

**2015  
CITY OF BLOOMINGTON**

**INVITATION TO BID  
FOR  
Finance and Assessor Desk Remodel  
at Civic Plaza**

The City of Bloomington will receive sealed bids until **11:00 A.M., CDT, Thursday, October 8, 2015**, at the office of the Purchasing Agent at 1800 West Old Shakopee Road, Bloomington, MN for the Finance and Assessor Desk Remodel at Civic Plaza. Bids received after this date and time will not be accepted. Bids will be opened publicly and read aloud in McLeod Conference Room at Bloomington Civic Plaza, 1800 West Old Shakopee Road, Bloomington, MN 55431 immediately after specified closing time. All bids submitted are to be valid for sixty (60) calendar days.

The scope of work for this Project shall include, but not be limited to:

- Remodel of the front reception area of Finance Department.
- Remodeling of the public counter and front area of City Clerk and Assessing Departments.

A non-mandatory pre-bid meeting will be held at **11:00 A.M., CDT, Tuesday, September 29, 2015**, McLeod Conference room, across main hall from Community Development's public counter, 1800 W. Old Shakopee Road, Bloomington, MN 55431. **All prospective bidders are strongly encouraged to attend this meeting to become familiar with the project.**

Complete digital project bidding documents are available at [www.questcdn.com](http://www.questcdn.com). You may download the digital plan documents for \$10.00 by inputting **Quest project # 3905952** on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, downloading, and working with this digital project information.

Hard copies of the Bid Documents are available for a non-refundable deposit of \$75.00, plus a non-refundable cost of \$50.00 for shipping, if applicable, from the City of Bloomington Purchasing Office, 1800 West Old Shakopee Road, Bloomington, MN 55431; phone: (952) 563-4758; fax: (952) 563-8789; e-mail: [purchasing@BloomingtonMN.gov](mailto:purchasing@BloomingtonMN.gov). Requests for bid documents must include the company name, address, phone and fax numbers, contact name and e-mail address.

Each bid must be clearly identified on the outside of the envelope as **"BID FOR Finance and Assessor Desk Remodel at Civic Plaza"** and shall show the name and address of the bidder. A certified or cashier's check payable to the City of Bloomington, or satisfactory bid bond executed by the bidder and a licensed surety company must also accompany the bid in an amount not less than five percent (5%) of the total bid shall accompany each bid as a guarantee that if the bid is accepted. The bidder shall execute a written contract and furnish the required bonds within ten (10) days after the award of the contract. Bidders must submit a copy of Department

of Labor and Industry (DLI) Building Construction Contractor Registration with the bid. Bidders must also submit a copy of the Responsible Contractor Certification with their Bid.

The City of Bloomington reserves the right to reject any or all bids including, without limitation, the right to reject any incomplete, non-conforming, non-responsive, unbalanced, or conditional bids. The City also reserves the right to waive any informalities and to award the contract, in whole or in part, to the bidder the City determines is in the City's best interest.

The City of Bloomington hereby notifies all bidders that businesses owned and controlled by minorities or women will be afforded maximum feasible opportunity to submit bids and/or proposals and will not be subjected to discrimination on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.

The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs and activities. The City will attempt to accommodate special needs for this information.

Heather Forcier Boettcher  
Purchasing Agent